



Building better futures  
for children with disabilities

## Position Description

### Practice Coach

<b>Classification</b>	ECIS Level 3
<b>Program/Department</b>	Services
<b>Reports to</b>	Practice Leader Noah's Ark

### About Noah's Ark

Noah's Ark is a not-for-profit community organisation providing early childhood and school aged services to children (from ages 0-12), with disabilities and additional needs. We are the largest early childhood intervention service operating in Victoria and also operate in the ACT.

We are driven by a strong philosophy and core values and have always placed children and families at the centre of all the work we do. We value all our staff and strive to provide a positive working environment where everyone feels supported, valued and able to achieve their goals.

Our staff have a passion for transforming the lives of children and are united in a commitment to providing quality services. We know that the work we do with children and families can make a profound difference.

### Position Summary

The role of the Practice Coach is to support the professional learning and development of Noah's Ark service staff, including:

- Building the capacity of service staff to provide services to children and families in line with the Noah's Ark Model™ and Practice Principles
- Ensuring the ongoing development and sustainability of the Practice Coaching program, data collection and analysis of fidelity checklists
- Supporting innovative approaches to learning and development
- Leading the regional staff induction process in consultation with Team Leaders
- Leading the regional new graduate program in consultation with Team Leader
- Implementing new practice, policies, processes and procedures

### Key Responsibilities

As part of the management team:

- Contribute to continuous service improvement and the goals of the organisation
- Work with staff to develop and maintain practice fidelity
- Build confidence and competence of staff to provide quality services
- Lead the regional induction and new graduate programs
- Manage administration to meet the needs of the organisation

## Key Results Areas

### 1. Leadership

- Lead regional induction and new graduate programs
- Lead the sustainability and consistency of good practice
- Establish effective and collaborative working relationships across the organisation
- Assist in the design and implementation of continuous improvement processes and program evaluations and make recommendations for service improvements.
- Build Noah's Ark's capacity to improve service delivery through coaching staff to develop and maintain practice fidelity
- Represent Noah's Ark in relevant forums

### 2. Stakeholder Relationship Management

- Develop and maintain relationships with relevant stakeholders
- Maintain a collaborative and consultative approach with regional team leaders
- Develop and maintain effective and collaborative working relationships with Noah's Ark staff
- Take part in relevant learning and development forums to ensure Noah's Ark service model is well known and respected by relevant stakeholders

### 3. Staff Management

- Provide leadership to staff by role modelling behaviours that reflect the culture and values of the organisation
- Effectively lead, motivate and guide staff to ensure a high-quality service is provided in line with the Noah's Ark Practice Principles
- Effectively use coaching skills to develop the knowledge, skills and confidence of staff
- Ensure appropriate and complete documentation of all activities and discussions and ensure that confidentiality is upheld
- Develop and maintain clear outcomes and timeframes

### 4. Administration

- Support the staff to achieve good documentation standards through effective coaching and mentoring
- Ensure all administration related forms (including those relating to Finance and Human Resources) are completed accurately and submitted in a timely manner.
- Participate in regular supervision and managing the Performance, Planning Review and Development (PPRD) process

## Extent of Authority

- The Practice Coach is able to make decisions about local issues and exercise judgement based on their experience and professional knowledge within the bounds of Noah's Ark's defined policies, processes and procedures.

## Accountability

- The Practice Coach plans and schedules their own work to ensure the most efficient and effective service and is accountable for their own work within established work procedures
- The Practice Coach undertakes professional development when required and identifies and reports on any further professional development needs
- The Practice Coach is expected to maintain a currency of knowledge of Noah's Ark policies and procedures, funding body guidelines, program and legislative requirements and program practices, approaches and services relevant to Early Childhood Development and the ECIS/NDIS program.

## Selection Criteria

### Essential

- Relevant tertiary qualifications in Allied Health or Early Childhood or Primary Education
- Demonstrated knowledge of:
  - The Noah's Ark Model™ of service delivery
  - Coaching practices
  - Adult learning principles
  - Noah's Arks' program guidelines, delivery and reporting requirements
- Highly developed verbal communication and interpersonal skills, including the ability to liaise and consult with a wide range of people at all levels and develop and maintain collaborative relationships.
- Ability to lead, and develop staff
- Ability to organise, analyse and utilise service provision, performance and evaluation data

### Desirable

- Extensive experience in working within ECIS

## Prerequisites

- Satisfactory National Police Record Check
- Current Working with Children Check
- Current Driver's Licence and daily access to a motor vehicle

## Working at Noah's Ark

All staff:

- Work within an environment of quality service and continuous quality improvement.
- Are expected to behave in accordance with the provisions of the Code of Conduct.
- Take responsibility for a safe and healthy work environment and a workplace free from discrimination and harassment.
- Are expected to maintain knowledge of, and comply with Noah's Ark's policies, procedures and practices

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**Staff member signature**

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**Chief Executive Officer signature**

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**Date**

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**Date**